

South Western Ontario Bridge Association

Unit 249, ACBL

Policy and Procedures Manual

SUBJECT: Ace of Clubs and Mini-McKenney Awards	REF #: 2017-002
	REVIEWED BYDATE.....SIGNATURE
APPROVED DATE: Aug. 12, 2017	REVISION DATE:
ISSUED TO: Unit 249	EFFECTIVE DATE: IMMEDIATELY
POLICY: Unit 249 supports the annual competition for the Helen Shanborn Ace of Clubs Awards and the Mini-McKenney Awards. In accordance with this support, the Unit will provide a contribution of \$50.00 to local clubs that host award presentation ceremonies to honour recipients of the annual awards, subject to the following: <ul style="list-style-type: none"> • A member of the club has attained a top three unit-wide ranking in any of the categories of these awards. • The contribution is limited to one presentation ceremony per club per year. • If an award winner is a member of more than one club, the presentation will be made at one club only, preferably the winner's "home" club. Furthermore, Unit 249 will order and provide appropriate commemorative medallions or other insignia for the winners.	
SCOPE: Applies to Unit 249	
PROCEDURES: <ol style="list-style-type: none"> 1. The Club Manager, or other a member of the club executive, will submit a memo to the Unit Treasurer advising the planned date and location of the awards presentation. 2. Whenever practicable, a member of the Unit 249 Board of Directors will attend to make the presentation of the awards on behalf of Unit 249 and the ACBL. 3. The Unit Secretary will order the appropriate medallions and provide them to the Board member making the awards presentation, or designated alternate. 4. Upon confirmation that the event has been held, the Unit Treasurer will issue a cheque for the specified contribution amount. 	
AUTHORITY: Authority is vested in the Unit Secretary to order commemorative medallions or other suitable insignia in accordance with this policy. Authority is vested in the Unit Treasurer, subject to Unit 249's Financial Procedures, to issue cheques for the approved amounts, in accordance with this policy.	